



澳門貿易投資促進局

INSTITUTO DE PROMOÇÃO DO COMÉRCIO E DO INVESTIMENTO DE MACAU
MACAO TRADE AND INVESTMENT PROMOTION INSTITUTE

International Meeting and Trade Fair Support Programme

Terms and Conditions (Revision 1)

Effective from 21 February 2017



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MACAO TRADE AND INVESTMENT PROMOTION INSTITUTE

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Program Title: The International Meeting and Trade Fair Support Program

Department in-charge: Macao Trade and Investment Promotion Institute –
Promotional Activities Department

Place of Application: Macao Trade and Investment Promotion Institute
4th Floor, World Trade Centre Building,
918 Avenida da Amizade, Macao

Means of Application: Submission can be made in person, by mail, email or by fax to
the Macao Trade and Investment Promotion Institute

Date of Commencement: Effective from 21 February 2017

Office Hours: Monday to Thursday: 09:00-13:00; 14:30-17:45
Friday: 09:00-13:00; 14:30-17:30

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(1) Objective:

The International Meeting and Trade Fair Support Program aims to provide basic assistance and financial support to organisers and event planners of meetings/conventions or exhibitions to be held in Macao. The objective of the Programme is to enhance the competitiveness of the MICE industry and help develop Macao as a MICE events destination.

(2) Target:

Organisers and planners of events, which include individual, legal entity or organisation which plans and organises meetings/conventions and/or exhibitions in Macao (hereinafter referred to as "Applicants").

(3) Scope:

The Programme provides basic assistance and/or financial support for the following events to be organised and held by eligible Applicants in Macao:

- ◆ Confirmed International meetings/conventions; and
- ◆ Confirmed Trade Fair

(4) Eligibility and Limitations:

The Applicant may be an individual, enterprise or association, and subject to the following conditions:

- (4.1) The same type of event with the same theme organised by the same Applicant will be granted financial support only once within the same fiscal year.
- (4.2) All Applicants shall first go through a pre-assessment process in order to ascertain whether their events are eligible for the Programme.
- (4.3) The service providers employed by the supported Event shall possess valid operating licences or be legally registered enterprises in Macao.
- (4.4) The Applicant shall report all relevant information about the support applied for and granted by other Macao SAR government departments or institutions.

(5) Grantor:

Granting of basic assistance and financial support in this Program shall be subject to the approval of the Macao Trade and Investment Promotion Institute. For every single event, the Macao Trade and Investment Promotion Institute shall grant support either through this Program or the Convention and Exhibition Stimulation Program. Should any application submitted under this Program be declined by the Grantor or withdrawn at the Applicant's request according to the relevant provisions, the concerned stakeholder shall not be prevented from submitting an application to the Macao Trade and Investment Promotion Institute regarding the same event in accordance with the Terms and Conditions of the Convention and Exhibition Stimulation Program. All application dossiers shall be sorted and handled in the order of their receipt.

(6) Approval and Assessment:

- (6.1) Starting from the commencement of the Programme, financial support approved and granted through the Programme has always come from public funds. As such, the Grantor exercises discretion when assessing applications, to ensure that public resources are being used in an appropriate and prudent manner.
- (6.2) The Grantor takes the following criteria into considerations, such as event nature,

degree of internationalization, theme of event, timing, scale, duration, professionalism, past event reference, economic benefit to local community, etc. The Grantor will include, but not limited to, the abovementioned conditions, before making a decision to approve, partially approve or deny an application:

- (6.2.1) Whether the event concerned is being held in the public interest.
- (6.2.2) The contribution of the hosting of the event and previous activities under the same series to society.
- (6.2.3) Whether the hosting of the event concerned is in compliance with the development needs of the convention and exhibition industry of Macao.
- (6.2.4) Whether the expenditure to be made on supporting the project in the application conforms to the principles of efficiency, effectiveness and economy.
- (6.2.5) Past records of the Applicant and connected parties in terms of event organisation and the management of applications through the Programme and the “International Meeting and Trade Fair Support Programme”.
- (6.2.6) The availability of funds set aside for the Programme.
- (6.2.7) Whether the event in the application is in compliance with the terms and conditions of the Programme.
- (6.2.8) Subsidies received or expected to be received from other governmental departments or bodies by the event in the application.
- (6.3) The Grantor, acting in the public interest and under all circumstances, reserves the right to deny approval of applications submitted.

(7) Nature:

The Programme is a non-remunerated incentive measure to provide basic assistance and financial support. The financial support aims to provide assistance to the actual expenses of applicant for organising relevant events and will not constitute the revenue, commission or income of a similar nature. Basic assistance mainly aims to provide administrative assistance to applicant for organising meetings/conventions or exhibitions in Macao.

(8) Application Period:

All applications and required documents shall be submitted to the Macao Trade and Investment Promotion Institute at least 70 days prior to the commencement date of the Event.

In the case of the modification of a submitted application, the Applicant concerned shall notify the Macao Trade and Investment Promotion Institute in writing at least 70 days prior

to the commencement date of the Event.

In the case of the cancellation of a submitted application, the Applicant concerned shall notify the Macao Trade and Investment Promotion Institute in writing at least 45 days prior to the commencement date of the Event.

Failure to submit or supplement an application with all necessary documents before or on the aforementioned deadline shall result in disqualification.

(9) Event Categorisation and Details of Support to be Provided:

9.1 International Meetings/Conventions

(i) Definitions: Registered as International Congress and Convention Association (ICCA) events with minimum of 50 participants or fulfill the requirements of the Programme, the “International Meetings/Conventions” should comply with the following conditions:

- ◆ The meetings/conventions are being held on a regular basis.
- ◆ A minimum of 200 attendees must collectively attend or participate in at least 3 consecutive full-day meetings, or a 2 consecutive full-day meeting with half-day activity held in Macao.
- ◆ The Event must consist of at least 3 consecutive full-day meetings held in Macao, or a 2 consecutive full-day meeting with a half-day activity held in Macao, and the participants shall stay in local hotels for at least 2 consecutive nights during the Event (The actual meeting time of the 3 full-day meeting should not be less than 12 hours; or no less than 10 hours for a 2 full-day meeting, and no less than 3 hours for a half-day activity).
- ◆ The meetings are being held alternately in at least three countries or regions, with exception to the first and the second sessions of the meeting series. In the case of the concerned event being a second session, the first must have been held in a different country or region.
- ◆ Attendees must come from at least 3 countries/regions*, with no less than 5 attendees from each country/region. Macao residents must comprise no more than 60% of all attendees.

(*Participants from Hong Kong and Taiwan count as two regions.)

(ii) Basic Assistance:

- ◆ Complimentary tourist information kits and welcome gifts.

- ◆ Promotional video on Macao.
- ◆ Event information published in relevant websites of the Macao SAR Government.
- ◆ Distribution of Event information at the reception office of the Macao Trade and Investment Promotion Institute and the information counters of the Macao Government Tourist Office.
- ◆ Free admission to the Wine Museum and Grand Prix Museum.
- ◆ Facilitation in liaison with relevant government departments as needed.
- ◆ Bidding Support - Provide documentary proof for supporting the event to be held in Macao, and providing assistance to promote Macao as the event destination in the bidding process.

(The provision of the basic assistance mentioned above is subject to individual cases.)

(iii) Financial Support:

Accommodation

The support of 30% of the accommodation costs incurred at local hotels with a maximum of 5-night stay will be granted, subject to the following conditions:

- ◆ Applicable duration of stay is defined as two nights before the first day of the event until the two nights following the completion of the Event. The duration of stay granted with financial support should reasonably include the dates in which the Event is held.
- ◆ The maximum room rate eligible for the support is MOP1,300 per night, including service charges and taxes.

Food and Beverage or Meeting Package

The support of a maximum of MOP300 for lunch, or a maximum of MOP500 for dinner or meeting package expenses for each participant will be granted, subject to the following conditions:

- ◆ The catering venues used by the Event participants shall have valid operating licences issued by the Macao Government Tourist Office or the Civic and Municipal Affairs Bureau.
- ◆ F&B shall be consumed during the Event or 1 day prior/after the Event.
- ◆ The F&B expenditure applies to one meal at which all participants attend.
- ◆ The F&B support is to be provided on the basis of actual expenditure, subject to the above mentioned amount of the support.

Keynote Speakers and Heads of Delegation

Each Keynote Speaker and Head of Delegation shall receive a maximum fixed amount grant as follows:

- ◆ Guangdong Province/Hong Kong : MOP1,200
- ◆ Mainland China (outside Guangdong province)/ Asian Countries: MOP4,000
- ◆ Regions outside Asia: MOP7,000

Subject to the following conditions:

- ◆ Each Keynote Speaker and head of delegation must stay in a hotel in Macao.
- ◆ With respect to a supported Event, the number of Keynote Speakers covered by the support shall be no more than 30;
- ◆ With respect to a supported Event, the number of Heads of Delegations covered by the support shall be no more than 30, and each delegation shall have a minimum of 3 members. The delegation shall be related to the relevant country, region, association etc.

Promotion and Marketing

A grant of 50% of the promotion and marketing costs, up to a maximum amount of MOP100,000. Expenses on promotional and marketing activities include expenses incurred during the period between 6 months prior to and 1 month after the Event.

Simultaneous Interpretation and Document Translations

A grant of 50% of the costs incurred, up to a maximum amount of MOP60,000 on simultaneous interpretation and document translations. A grant for simultaneous interpretation include the expenses incurred during the full-day meetings and the half-day activity, and the grant for document translations include the translation expenses for promotion and meeting documents.

Opening Ceremony

The support for Opening Ceremony expenses (such as recruiting Emcee, basic stage setup, backdrop, bundle of ribbons for ribbon cutting, related PR or similar services etc) of a maximum amount of MOP20,000 will be granted.

Venue Rental for Exhibition

The support of 25% of the venue rental actual expenses for exhibition will be granted, subject to the following conditions:

- ◆ The exhibition shall be held concurrently with, at the same venue, and with the same or a related theme as the meeting;
- ◆ The exhibition shall occupy a minimum of 500 square metres of actual paid rental space per day;
- ◆ The maximum rate for the support is capped at MOP26 per square metre per day.

Transportation Support - Local Community

A maximum of MOP80,000 transportation support will be provided for hiring shuttle buses for going to and from the community (i.e. going to the city center for side-event or sightseeing purposes; but not including the event service for providing shuttle buses going to and from the event venue and ports-of-entry). Applicant must hire a local travel agency or a Destination Management Company for the transportation arrangement.

Financial Support for Event Planning and Management Fee for Local Professional Congress Organiser

Requirements:

- ◆ Applicant should be local Non-profit association or organisation;
- ◆ Applicant should hire Local Professional Congress Organiser to assist in organising the meeting/conference;
- ◆ Should be successfully bid and admitted by International Congress and Convention Association (ICCA) and provide relevant approved documents.

Financial Support:

- ◆ Maximum support is MOP200,000.
- ◆ Financial support will be delivered in 2 installments, the down payment (50%) will be delivered after the applicant countersigned the contract with Local Professional Congress Organiser, the remaining amount (50%) will be delivered after the event finished;
- ◆ Actual amount of financial support will be verified by IPIM according to the event details and quotations for assessment.

9.2 Trade Fair

- (i) Definitions: To fulfill the requirements of the Programme, the "Trade Fair" should comply with the following conditions:
- ◆ The exhibitions are being held on a regular basis, for a short term, with definite commencement and conclusion dates.

- ◆ The Exhibition shall be held for at least 3 consecutive days in Macao, with the actual exhibition time of no less than 6 hours per day.
- ◆ The exhibition area shall have a minimum of 3,000 square metres of actual paid rental space per day.
- ◆ Exhibitors should ensure that there should be at least one staff on duty at the booth during the period of the exhibition.
- ◆ The number of exhibitors from outside Macao shall account for at least 40% of the total.
- ◆ For every 9 square metres of net exhibition area, at least 1 qualified buyer from overseas shall be successfully invited to Macao to visit the exhibition.
- ◆ The net exhibition area should be relevant to the theme of the exhibition and be of reasonable proportions.

(ii) Basic Assistance

- ◆ Complimentary tourist information kits and welcome gifts.
- ◆ Promotional video on Macao.
- ◆ Event information published in relevant websites of the Macao SAR Government.
- ◆ Distribution of Event information at the reception office of the Macao Trade and Investment Promotion Institute and the information counters of the Macao Government Tourist Office.
- ◆ Free admission to the Wine Museum and Grand Prix Museum.
- ◆ Facilitation in liaison with relevant government departments as needed .
- ◆ Bidding Support - Provide documentary proof for supporting the event to be held in Macao, and providing assistance to promote Macao as the event destination in the bidding process.

(The provision of the basic assistance mentioned above is subject to individual cases.)

(iii) Financial Support:

Venue Rental

The support of 40% of the actual venue rental expenses during the exhibition and 25% of the actual venue rental expenses during installation (move-in) and dismantling (move-out) will be granted, subject to the following conditions:

- ◆ With respect to the support for venue rental during installation (move-in) and dismantling (move-out), the rented space qualified for the support does not include warehousing or unloading facilities located outside the exhibition area. The total rented space thus supported shall not exceed the reported total exhibition area.

- ◆ The maximum support for exhibition Venue Rental is MOP26 per square metre.

Accommodation

The support of 10% of the accommodation cost incurred at local hotels with a maximum of 5-night stay will be granted, subject to the following conditions:

- ◆ The Exhibition shall rent a minimum of 100 rooms per night in local hotels with 2 consecutive nights of stay.
- ◆ Applicable duration of stay is defined as the two nights before the first day of the Exhibition until the two nights following the completion of the Exhibition. The duration of stay granted with financial support should reasonably include the dates in which the Exhibition is held.
- ◆ The maximum room rate eligible for the support is MOP1,300 per night, including service charges and taxes.

Hardware Support

The support for hardware and its installation (such as audio/video equipment, basic booth setup and production of street banners) of a maximum amount of MOP300,000 will be granted.

Opening Ceremony

The support for the Opening Ceremony expenses (such as recruiting Emcee, basic stage setup, backdrop, bundle of ribbons for ribbon cutting, related PR or similar services, etc.) of a maximum amount of MOP20,000 will be granted.

Qualified Buyers

Each company can apply Maximum 2 Qualified Buyers. Each Qualified Buyer may receive a maximum grant of support as follows:

- ◆ Guangdong province/ Hong Kong: MOP1,200
- ◆ Mainland China (outside Guangdong province)/ Asian regions: MOP4,000
- ◆ Regions outside Asia: MOP7,000

Subject to the following conditions:

- ◆ Taking the size of standard exhibition booth (9 square metres) as the basis of calculation, each standard exhibition booth shall be eligible for two Qualified Buyer, with a maximum of 500 Buyers can be qualified.
- ◆ For custom-built booths, the number of Qualified Buyers supported shall be calculated

by the areas as the round-off number of standard exhibition booths. For example, an exhibition booth of 25 square metres represents the support for 6 Qualified Buyers [(25/9)x2, which rounds up to 6].

- ◆ Applicant should submit the qualified buyer's identification document, boarding pass/ferry ticket/coach ticket to Macao, details of the stay and payment receipt issued by hotel. After the documents have been verified, the total grant will be issued to the applicant, the applicant should issue the grant to the relevant qualified buyer respectively.

Exhibits and Logistics

The support of 50% of the costs incurred, up to a maximum amount of MOP150,000, on logistics activities for exhibits, inventory and exhibition materials. Expenses on logistics activities eligible for the support may include those incurred by the Applicant and those by the exhibitors, subject to the following conditions:

- ◆ The application for this support shall be made by the Applicant in a single application.
- ◆ If the costs concerned relate to those incurred by exhibitors, the Applicant shall submit declarations issued by the relevant exhibitors confirming the latter's acknowledgement that application and settlement are to be administered by the Applicant on a consolidated basis.

Promotion and Marketing

The support of 50% of the costs incurred, up to a maximum amount of MOP200,000, on promotional and marketing activities. Expenses on promotional and marketing activities incurred during the period between 6 months prior to and 1 month after the Event are eligible for the support.

Transportation Support - Local Community

A maximum MOP80,000 transportation support will be provided for hiring shuttle buses for going to and from the community (i.e. going to the city center for side-event or sightseeing purposes; but not including the event service for providing shuttle buses going to and from the event venue and ports-of-entry). Applicant must hire a local travel agency or a Destination Management Company for the transportation arrangement.

(10) The Right to Inspect:

During the Event, the Macao Trade and Investment Promotion Institute has the right to send staff to the Event venue to inspect and verify information relating to the Event, and make

adjustments or special considerations to the grant of the financial support in accordance with the actual situation. Applicant has the obligation to provide all necessary information and assistance and shall also permit staff from the Statistics and Census Service to collect data at the venue during the Event.

Macao Trade and Investment Promotion Institute staff have the right to verify the eligibility of the Keynote Speakers, Heads of Delegation and Qualified Buyers through different means.

(11) Settlement Procedures:

The Applicant shall first pay up and settle all expenses incurred during the Event concerned and payments due to its service providers. The Applicant shall submit the required post-event documents to the Macao Trade and Investment Promotion Institute for assessment **within 30 days** and other relevant documents **within 60 days** after the completion of the International Meetings/Conventions or Exhibitions. The Macao Trade and Investment Promotion Institute will undertake the relevant settlement procedures if and when all documents and information are consistent with the relevant terms and conditions. Any late submission of the required post-event documents before the aforesaid deadline will be automatically deemed to have withdrawn from the application under the Programme.

(12) Cancellation of Support:

In the case of the Applicant having successfully obtained support by means of making false declaration, providing false materials or pursuing other illegal practices, the Macao Trade and Investment Promotion Institute shall cancel the relevant granting of support. Shall any of the following circumstances arise, the Macao Trade and Investment Promotion Institute shall cancel the relevant granting:

- ◆ The Applicant fails to hold the concerned event during the period as reported;
- ◆ The Applicant fails to submit the required post-event documents within the stipulated period after the conclusion of the event.

(13) Document Requirements:

During the Application Period

- ◆ Application Form duly completed and signed by the legal representative;
- ◆ The Applicant who is an individual shall provide a photocopy of the valid identification document and the business opening declaration issued by the Financial Services Bureau of the Macao SAR Government (photocopy of M/1 form).
- ◆ The Applicant which is a legal entity shall provide its business registration documents



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(e.g. business registration documents issued by local government departments, business registration certificates of Macao, copies of the M/1 form and the industrial tax M/8 form, etc.)

- ◆ The Applicant which is a non-profit organisation shall provide its incorporation documents (e.g. registration documents issued by local government departments, photocopy of Macao SAR Government's Official Gazette, photocopy of the registration certificate issued by the Identification Bureau of Macao, etc).
- ◆ Copies of documents evidencing that the event is confirmed to be held (e.g. agreement and official receipt of deposit, etc.);
- ◆ Details profile of the event.

For “International Meetings/Conventions”, the following materials shall be included:

- ◆ Program/agenda and implementation plan of the event;
- ◆ Nature and background of the event, including details related to previous sessions (at least two sessions) and other information (submission is exempted for first session of the meeting series, while for second session, information related to the preceding session shall be submitted);
- ◆ Profiles of the meeting organizers and the local professional convention organizers/destination management companies employed by the former;
- ◆ Estimated areas and sizes of the meeting venues and those of the concurrent exhibition (if any), accompanied with quotation issued by and venue rental agreement entered with the venue provider;
- ◆ Estimated number of delegates/participants (non-local and local) (grouped by country);
- ◆ Name list of the expected attendees (grouped by date, country and region);
- ◆ Estimated average spending of each overseas attendee;
- ◆ Estimated number of hotels and guestrooms to be used;
- ◆ Estimated Macao service providers;
- ◆ Document and publication in relations to the Keynote Speakers (such as biography and detail rundown including the list of speakers and titles of the speeches) should be submitted
- ◆ Name list of Heads of Delegations and related information, including the basis of organization and the delegates.

For “Trade Fairs”, the following materials shall be included:

- ◆ Schedule and implementation plan of the exhibition;
- ◆ Nature and background of the exhibition, including details related to previous events



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of the same series;

- ◆ Profiles of the trade fair organizers and the local professional exhibition organizers/destination management companies employed by the former;
- ◆ Estimated areas and sizes of the exhibition venues, accompanied with quotation issued by and venue rental agreement entered with the venue provider;
- ◆ Estimated number of exhibitors (from Macao and from overseas)
- ◆ Name list of expected exhibitors and related information (including names, booth numbers and sizes, floor plans, etc.)
- ◆ Estimated number of participants (from Macao and from overseas)
- ◆ Estimated number of qualified overseas buyers being successfully invited to Macao to visit the exhibition;
- ◆ Qualified Buyers should submit the business cards and company business registration licenses from the original places for IPIM's approval;
- ◆ Estimated average spending of each overseas participant;
- ◆ Estimated number of hotels and guestrooms to be used;
- ◆ Estimated Macao service providers;
- ◆ Applicant should submit the boarding pass/ferry ticket/coach ticket to Macao, details of the stay and payment receipt issued by hotel. After IPIM has approved all the documents, the total grant will be issued to the applicant, the applicant should issue the grant to the relevant qualified buyer respectively.

Post-event Documents

- ◆ The Applicant shall complete and submit questionnaire(s) distributed by the Statistics and Census Service (DSEC), and obtain the latter's confirmation of the same within 30 days after the conclusion of the event.
- ◆ Post Event Report should be submitted within 30 days and other relevant documents to be submitted within 60 days after the completion of the event.

For "International Meetings/Conventions", the following materials shall be included:

- ◆ Actual date and time of the meeting;
- ◆ Profiles of the actual organizers and the local professional convention organizers/destination management companies employed by the former;
- ◆ Actual areas and sizes of the meeting venues and those of the concurrent exhibition (if any), accompanied with the floor plans;
- ◆ Actual number of attendees from Macao and from overseas (grouped by country);
- ◆ Name list of the actual attendees (grouped by date, country and region);

- ◆ Actual number of hotels and guestrooms used;
- ◆ Rooming list issued by the hotels, accompanied with information on the room rates per night;
- ◆ Official receipts of payments related to the event, issued by the service providers employed in Macao (venue providers, hotels and travel agencies excepted), together with copies of the industrial tax M/8 form, the operating licenses, identification documents of individual proprietors.
- ◆ The applicant should submit the business card copies of all conference participants, or complete the Participants Information List provided by Macao Trade and Investment Promotion Institute.
- ◆ With respect to the support for Keynote Speakers, the following documents should be submitted: a) a finalised list of the attending keynote speaker, b) Rooming list and receipts issued by the hotel, and c) supporting documents for the transportation expenses of each Keynote Speaker including i) payment receipt of transportation expenses and ii) border pass, ferry/coach ticket to Macao.
- ◆ With respect to the support for Heads of Delegations, the following documents should be submitted: a) a finalised list of the attending delegates indicating the Head of Delegation, b) Rooming list and receipts issued by the hotel, and c) supporting documents for the transportation expenses of each Head of Delegation including i) payment receipt of transportation expenses and ii) border pass, ferry/coach ticket to Macao.
- ◆ Marketing and promotional tools and materials (some of which may be evidenced by photos);

For “Trade Fairs”, the following materials shall be included:

- ◆ Actual date and time of the exhibition;
- ◆ Profiles of the actual organizers and the local professional exhibition organizers/destination management companies employed by the former;
- ◆ Actual areas and sizes of the rented exhibition venues, accompanied with the floor plans;
- ◆ Actual number of exhibitors (from Macao and from overseas);
- ◆ Name list of the actual exhibitors and relevant information (including the names, booth numbers and sizes, floor plans, etc.)
- ◆ Actual number of participants (from Macao and from overseas);
- ◆ Name list of the qualified overseas buyers being successfully invited to Macao to visit the exhibition, accompanied with their incoming boarding passes, ferry or coach



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tickets, etc.

- ◆ Actual number of hotels and guestrooms used;
- ◆ Rooming list issued by the hotels, accompanied with information on the room rates per night;
- ◆ With respect to the support granted to Qualified Buyers, the Applicant shall provide (a) a list of the Qualified Buyers actually participating in the exhibition and related documents. b) Rooming list and receipts issued by the hotel, and c) supporting documents for the transportation expenses of each of the Qualified Buyers.
- ◆ Official receipts of payments related to the event, issued by the service providers employed in Macao (venue providers, hotels and travel agencies excepted), together with copies of the industrial tax M/8 form, the operating licenses, and the identification documents of individual proprietors.
- ◆ Official receipts of payments issued by the providers of promotion and marketing services, and logistics services, together with copies of the industrial tax M/8 form, the operating licenses and documents evidencing that these service providers have been legally registered to operate in Macao (e.g. the M/1 form, etc.);
- ◆ With respect to the support for logistics, if the cost concerned relate to those incurred by exhibitors, the Applicant shall submit the declarations issued by the relevant exhibitors confirming the latter's acknowledgement that application and settlement are to be administered by the Applicant on a consolidated basis;
- ◆ Marketing and promotional tools and materials (some of which may be evidenced by photos);
- ◆ Official receipts of payments under the items supported. The Macao Trade and Investment Promotion Institute shall only take into consideration and base its settlement on receipts issued by providers of the related services;
- ◆ Photos and promotional materials of the items supported.

Macao Trade and Investment Promotion Institute has the right to require the Applicant to submit other documents, reports or information it deems necessary.

The Macao Trade and Investment Promotion Institute reserves the right for the final interpretation of the terms and Conditions of the International Meeting and Trade Fair Support Programme. The Chinese version of these terms and conditions shall prevail whenever there is a discrepancy between English and Chinese versions.